

SUPPORT AGREEMENT PROCESS - Initiation

Office of Legal & Technology Services
Naval Medical Research Center

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How do you know whether you need a CRADA or a Support Agreement?

- If the collaboration is with a Non-Federal entity, you need a CRADA.
- If the collaboration is with another Federal entity, you need a Support Agreement.

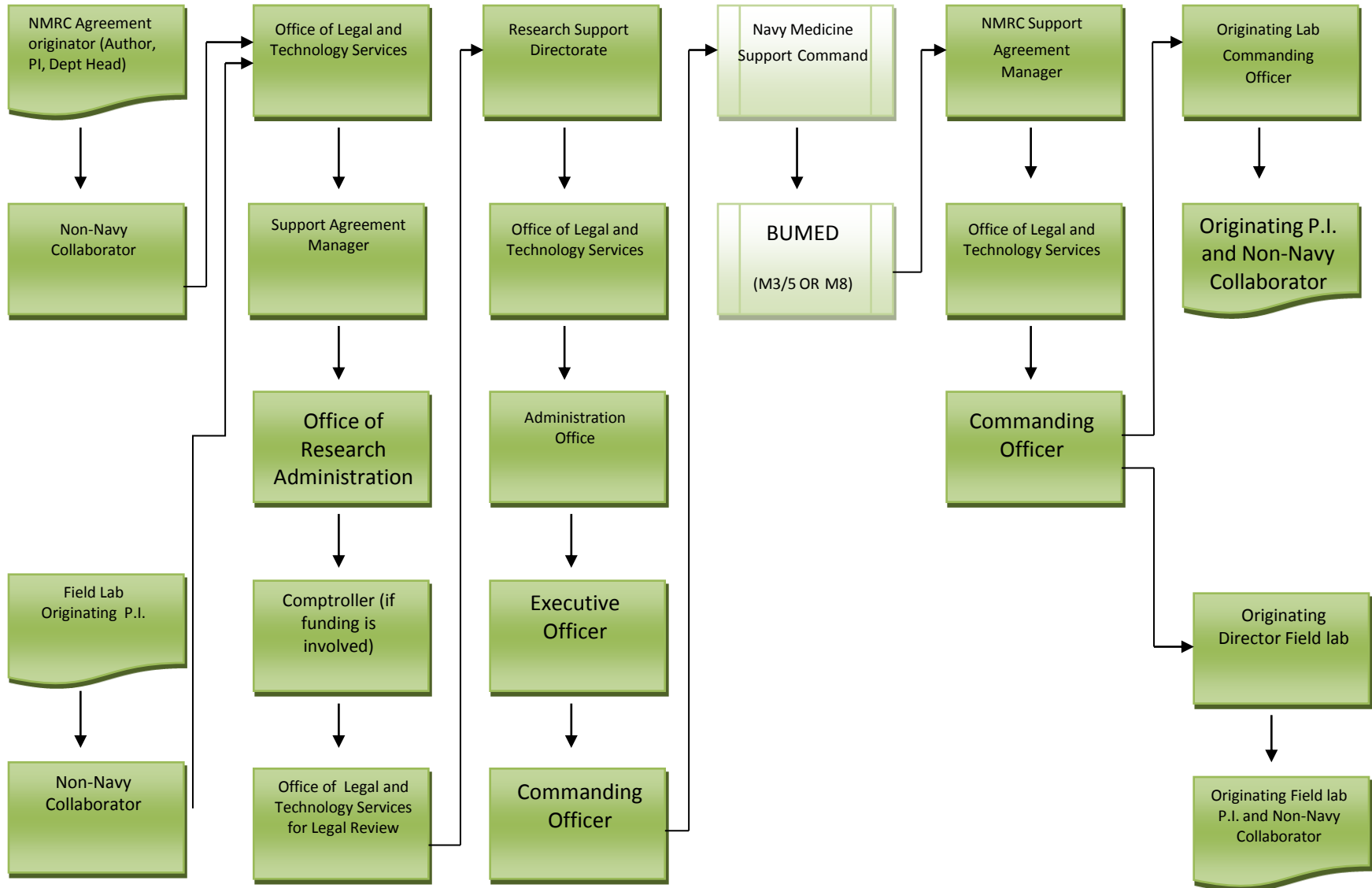


Support Agreement Process



- Prepare all agreements in accordance with applicable instructions:
 - BUMEDINST 7050.1A “Support Agreements”
 - OPNAVINST 4000.84B “Interservice and Intragovernmental Support Program”
 - SECNAVINST 5216.5D “Navy Correspondence Manual”
- Follow NMRC Support Agreement Process

NMRC SUPPORT AGREEMENT PROCESS



Support Agreement Process

- Download Support Agreement template from NMRC Intranet “e-forms”
- Prepare all agreements in Word.doc format
- If funding is involved, prepare DD1144 in Word.doc format as well
- Submit Word.doc agreement to the Office of Legal and Technology Services (OLTS)

Support Agreement Process (continued)

- Draft agreement docketed into PATTSY and assigned an NMR number
- Word.doc agreement reviewed by OLTS to determine whether Support Agreement is properly labeled (MOA/MOU/IAA/ISSA)

Support Agreement Process (continued)

- BUMEDINST 7050.1A distinguishes a Memorandum of Agreement (MOA) from and Memorandum of Understanding (MOU) based on the two parties activities between each other in carrying out the agreement
 - An MOA is defined based on the necessity of one party doing something before the other party carries out their function
 - An MOU is defined as when the activity to be carried out by a party is independent of the activity of the other party

Support Agreement Process (continued)

- An Inter/Intraservice Support Agreement (ISSA) defines an agreement to provide or receive support to or from another component with DON (intraservice) or DOD (interservice).
- Program management of ISSAs with reimbursable support or services will reside in BUMED's M8 Resource Directorate

Support Agreement Process (continued)

- An InterAgency Agreement (IAA) defines an agreement to provide or receive support to or from another Federal agency outside the DoD
- IAAs are appropriate when:
 - Funding is available
 - The agreement is in the best interest of the DON
 - The supplying activity is able to provide the support
 - The support cannot be provided as conveniently by a commercial enterprise
 - Doesn't conflict with any other Agency's authority

Support Agreement Process (continued)

- Funding support must be recorded on a DD1144 or the other Party's form if requested by that Agency. However, if the other Agency's form is used, the agreement must still include all information that would have been recorded on the DD1144 form

Support Agreement Process (continued)

- Docketed draft agreement forwarded to (NMRC's Support Agreement Manager) for proper formatting in accordance with NMSC's requirements and completeness of DD1144 (if funding is involved)
- Final draft agreement returned to OLTS to start routing sequence for legal and technical review and approval
- Commanding Officer's endorsement letter drafted and sent to administrative office to prepare correspondence for C.O.'s signature and forwarding to BUMED via NMSC